

CHILD'S REGISTRATION FORM

PERSONAL DETAILS

Child's Name: _____ Date of Birth: _____

Known As: _____ Gender: M F Place in Family: _____

Ethnicity: _____ Child's 1st language: _____ Disability: _____

Child's Home Address: _____

Post Code: _____

Name of person/s with **Parental Responsibility**: _____

Parents/Carer's Name & Contact details: _____

Parent / Carer's National Insurance number: _____

Work / College details: _____

Parent / Carer Email: _____

SERVICE REQUESTED

Please specify below which service you require for your child.

***Daycare: Full Time (8.00 – 4.30 pm); Part Time; Mondays / Tuesday / Wednesday / Thursday / Fridays
Funded : 9 months; 2, 3 and 4 yr olds; 15 / 30 hour. Appetizer (1.5 hr session);***

Service needed is: _____ - _____

The days and times needed are: _____

When do you want the place? _____

Where did you hear about our service? _____

AGREEMENT:

Places are given on a first come, first served basis. The sooner you return this registration form, the sooner your child is guaranteed a place, depending on availability. A non-refundable registration fee of £40 is required to secure your child's place, except for Funded places. All private fees are paid in advance including during your child's absence, except where we cannot offer you a service and we have notified you of your fees waived. A one-month's notice period is due when changing or moving your child's place. It is your duty to notify your Sponsor and the Tax Office if your circumstances change. Should you pull out your children from a funded place before the headcount dates, or if funding is rejected, you will be obliged to pay for the number of days used. Term time private places are required to pay a 10% summer retainer fee against the full fees due. Late collections accrue steep penalty fees. Late fees accrue 8% penalty charges, along with recovery and legal charges added to the bill.

Please provide

(a) Your children's birth certificate or passport (b) Your proof of address/residency; (c) Your child's Red Book

I confirm that the details given on this form are correct, and I shall abide by the terms and conditions.

Parent's/Carer's Name : _____ Relationship to child: _____

Signature: _____ Date : _____

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